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*Superintendent*  
Alicia Burrows, M.Ed.  
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**St. Elizabeth R-IV School District**  
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May 2, 2019

To Whom It May Concern,

This letter is to request a waiver for a late filing of Form 471. I hope that you will consider my request after an brief explanation.

First of all, I have been a principal for the past 12 years prior in two other districts. St. Elizabeth is a very small school of 250 students from preschool to high school seniors. As Superintendent of St. Elizabeth R-IV, I take full responsibility on in filing for E-Rate reimbursement. I began my position here on July 1, 2018 as a first year superintendent with many things to learn about the daily operations of a school district.

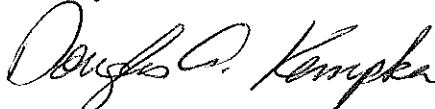
Earlier this year, February 26, I completed Form 470 for ERATE FY 20 Fiber and Mibs - #190028278. This was for both Category 1 and Category 2. On March 26, I filled out Form 471 for what I believed was for both category 1 AND category 2. On Saturday, April 27, I received notification FCDL Form 471. Today, I logged into USAC and completed Form 486. It was here that I realized that I had a task waiting for me dated April 2. After completing the task, I then learned that Category 1 and Category 2 were two different tasks that needed to be completed. Inadvertently, I failed to certify Form 471.

Form 471 was completed except for certifying the Form 471 through a different screen in USAC. All that was needed was to simply check a separate button. All information was complete and no email was received about Form 470 and any incomplete information.

Again, this letter is to formally request a waiver so my District may submit an application for a Category 2 MIBS provider. This will save our rural district as much as \$17,000 in services. Again, the only mistake here was a failure to click a single button to certify the form under the TASK button.

Should any further information be needed, please do not hesitate to contact me. Thank you for your consideration.

Sincerely,



Doug Kempker, Superintendent  
St. Elizabeth R-IV School District